

Chicago Manual Style — NB (Notes and Bibliography)

1. "Low hanging fruit"

Among my students, less than 10%, maybe closer to only 5%, use correct citation style. If you want to look like you have arrived to my class well-educated in the process of writing or if you want to give the impression that you have submitted something in which you have put careful energy, use correct style. It is a pretty easy thing to do and a pretty powerful grade plus for most instructors.

2. When to cite your source

When something your writing (which might be an essay, a response to a prompt, whatever) is not information or an idea/concept created by you, or IS an idea created by you but via a relatively direct extension from the information or idea/concept of someone else (so you need to say that)

AND

the information or idea/concept is not widely known or not widely accepted (to an imagined, appropriate audience).

3. When to quote / when to paraphrase

Unnecessary direct quotes (the exact words of the author, put inside quotation marks) create clutter, reducing the "flow" of your writing. This can generate "fog" or a sense that you are not in control or confused or that you lack ideas yourself. In the worst situation it makes it look like you have no ideas at all and perhaps do not even understand what you are quoting. They can create irritation in the reader for having to shift gears. Use direct quotes only when there is a good reason the reader needs to read the exact words and sees a reason to expend the energy to work with extended material rather than a more concise paraphrase of it.

Remember that it is risky to do a "close reading" or translated material. Beware spinning out an interpretation based on a handful of English words.

Paraphrasing is NOT mechanically changing a few words—that's plagiarism. Paraphrasing is a concise statement of the content you wish to cite that takes shape with the benefit of you fully understanding what you are paraphrasing. Good paraphrasing has the potential of signaling to the reader that you are reading your sources with care and understanding.

So, paraphrase with possible (be sure you understand your source!) and quote when the reader can easily see why it is a direct quote rather than the easier and faster to read paraphrase.

4. Where to place the citation marker

Markers should be numbered consecutively, beginning with "1." Since you are not writing a book with chapters, just keep counting up all the way to the end. Don't restart with "1" at any point.

Markers create clutter. If you write a paragraph where two sentences are your ideas and three sentences need citing don't do this:

Your sentence. Your use of a source.<1> Your sentence. Your use of a source.<2> Your sentence. Your use of a source.<3>

Rewrite if possible to achieve something like this:

Your sentence. Your sentence. Your sentence.

Your use of a source. Your use of a source. Your use of a source.<1>

Put markers at the end of sentences when possible. Again, if you have a sentence like this:

Your use of a source,<1> your idea.

It is better (in most cases, not always) if you can get to this:

Your idea. Your use of a source.<1>

Or this:

Your use of a source.<1> Your idea.

Sometimes a marker should be directly after the portion cited:

Marcus the Millionaire was "flummoxed"<1> by the recent moves of the stock market.

This sentence suggested you are drawing from a news report or such. If you write:

Marcus the Millionaire was flummoxed by the recent moves of the stock market.

Then the "context is king" rule suggests that the word choice was yours, not his, and this would be plagiarism.

This is the same:

The country was "partitioned"<1> by the British in 1948.

The country was partitioned by the British in 1948.

The second is a straight description by the writer. The first suggested that somehow the word "partitioned" was used in a key way by someone.

A marker uses superscript when possible, and directly follows (no space) the word or mark in front of it, and comes after all punctuation, in most cases.

A paraphrase: [Some claim he did not die in the final bombing of his bunker.<1>](#)

A direct quote: ["Fujiwara Teika, in my opinion, resented his father."<1>](#)

A direct quote: ["When we arrived at the valley, we saw"<1>](#)

5. Three basic citation formats for notes

5.1. There are three basic styles:

1. Parenthetical citations (parenthetical referencing, Harvard referencing, in-text citations, in-line citations)
2. Footnotes
3. Endnotes

5.2. Use only ONE system from beginning to end.

5.3. Which to use

If you use parenthetical citation, you must include a page number when possible. This is different from citation style in scientific papers and is one of the most common errors in my class. I consider it a serious error.

Parenthetical citations are least disruptive and create text that is the easier to read. However, because I often want to judge your use of a citation on-the-spot (not later when I look at your bibliography), I usually prefer a full-length footnote. If I don't need to review the source — for example your writing has no outside research at all and is just quoting from an assigned story or play or whatever — then parenthetical citation is just fine.

Endnotes are better for printed material when all the citations are collected at the end of the article or book chapter, or book. They are not screen friendly and should be avoided if your reader will be reading on screen.

5.4. Special requirements for my classes

If I ask you to include information to help me locate exactly where your cite is, put that after a normal quote like this:

1. Roland Barthes, *Empire of Signs* (Noonday Press, 1989), 6. [Exact location information: the first sentence of the chapter.] Or

1. Christopher Chase, "Yūgen (幽玄) – Deep Awareness of the Universe," *Creative by Nature* (blog), December 13, 2014, <https://creativesystemsthinking.wordpress.com/2014/12/13/yugen-%e5%b9%bd%e7%8e%84-deep-awareness-of-the-universe/>. [Exact location information: it is towards the end, you can use the search string "Hence, aesthetic ideals have an ethical connotation".]

6. Notes vs Bibliography lists

Notes and bibliographies do not have the same format. When a bibliography format appears in a note, I assume the student is just using a generator and doesn't really know anything about citation form. Make sure you use the two correctly.

Chicago Manual treats a note as a sentence of sorts so:

Author, Title (Publisher, year), page number.

But treats a bibliography list as units of information, so:

Author. Title. Publisher: year.

Also, because the first is a sentence, the author appears in "normal" order: Molly Gomez. In the bibliography, because it is a list and wants to organize by last name using A-Z order, it will be: Gomez, Molly.

7. Basic elements of documentation

author | title | publisher | date | URL

7.1. Author-related comments

7.1.1. Find the author

While most print material includes the author, web material often does not. See if you can find out by going back to the home page of the website, or whatever.

7.1.2. Translators

In my field, translators are frequent and you need to learn how to manage them. Online generators usually falsely present that translator as the author. Prevent this from happening by knowing the principles and manually checking the results.

When it is primarily a translation with very little in the way of an introduction or footnotes, list the author first but include translator information in nearly all cases. There are some commonsense exceptions: when the book is so widely used in its translated form (such as the Bible) that it has become an entity unto itself.

7.1.3. Multiple authors

List them and note this difference:

1. First name Last name, First name Last name, and First name Last name, *Title* (Publisher, year), page number.

Bibliography:

Last name First name, First name Last name, and First name Last name. *Title*. Publisher: year.

7.1.4. Asian names

This is too complicated for much guidance but, in general, for the purposes of my courses, treat them as if they are Western names. (This will probably change depending on for whom you are writing.)

So, for a note:

Kenzaburo, Oe, *Title*, trans. xxxx (Publisher: year), page number.

And a bibliography

Oe, Kenzaburo. *Title*. Translated by xxxx. Publisher: year.

7.2. Title-related comments

7.2.1. Titles within titles

7.2.1.1. Essay in a book

*Remember that the author of an essay in the book is probably NOT the editor of the book. Both should be listed.

1. Author, "Essay title," in *Book title*, ed. name of editor (Publisher: year), page.

Author. "Essay title." In *Book title*. Edited by name of editor. Publisher: year.

7.2.1.2. Review

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

7.2.2. Italics or quotation marks for titles

Yes, for book titles. Because so much of the written material we consume these days is web-based, the usual convention of italicizing book titles while putting article titles in quotation marks is falling out of use. However, since the purpose of your documentation in my course is, in part, to signal to me what type of object you are working with and that you know what type of object you are working with, I require the preservation of this convention.

Here are some relevant passages from Chicago Style Manual. In short books, plays, movies, and periodicals are italicized and other titles go in quotation marks. This is good enough for our purposes.

The choice of italics or quotation marks for a title of a work cited in text or notes is determined by the type of work. Titles of books and periodicals are italicized (see [8.168](#)); titles of articles, chapters, and other shorter works are set in roman and enclosed in quotation marks (see [8.177](#)).

- Many editors use *The Chicago Manual of Style*.
- Refer to the article titled "A Comparison of MLA and APA Style."

Titles of plays, regardless of the length of the play, are italicized.

Titles of movies (or films) and movie series and of television, radio, and podcast programs and series are italicized. A single episode in a television, radio, or podcast series is set in roman and enclosed in quotation marks. Sequels should be numbered as in the source itself; if in doubt, prefer arabic numerals (see also [9.43](#)). The names of networks, channels, streaming services, and the like are set in roman.

- *Gone with the Wind*
- *The Godfather, Part II* (see also [9.43](#))
- *The Hunger Games*; *The Hunger Games: Mockingjay—Part 1*; the *Hunger Games* film series
- *Sesame Street* on PBS

7.2.3. Foreign titles

Use this special format:

Romanized name [name in original script]. *Romanized title* [title in original script, translation of title].
Romanized publisher [publisher in original script], date.

So (this one does not have an author):

“Nihon no dento iro washoku daijiten [日本の伝統色 和色大辞典 - Traditional colors of Japan / Japanese color dictionary].” *Genshoku daijiten* [原色大辞典 Original colors dictionary]. Accessed December 6, 2018, <https://www.colordic.org/w/>.

7.3. Date-related comments

Provide the date of publication. This is true for online resources as well, when it is available.

When it is online and there is no publication date, use "accessed".

7.4. URLS

Students underuse the print resources of our libraries but it is true that digital sources are good for me to work with, since I can easily check the quality of the use of your citation.

Provide working URLs for all digital material you cite.

Provide the DOI if there is one. ("A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet." <https://www.apastyle.org/learn/faqs/what-is-doi>)

When there is no DOI, look for a "stable" URL or such (JSTOR uses this term for example) and use that.

ONLY as a last resort paste in the URL from you search window.

As Chicago Manual puts it:

A very long URL—one that runs to as much as a line or more of text, especially if it contains a lot of punctuation or other syntax readable mainly by computers—can often be shortened simply by finding a better version of the link. If the source offers a DOI (see [14.8](#)), use that; otherwise, determine whether a permalink or the like is available (see [14.9](#)). If not, it is still often possible to find a better version of the URL, sometimes by relinking to the source using the available tools for navigation.

7.5. What are you citing?

Be sure that you know, and that your instructor knows that you know whether what you are citing is a review article, a journal article, a magazine article, a newspaper article, an essay in book (which probably has a different author than the editor of the book by the way), a book, a chapter of a book, web content.

Don't pretend it is a print source when you used an online source—include the URL.